

**CONFIDENTIAL**

Management Officer

21 February 1950

Acting Chief, Personnel Division

Request for Classification Changes, Foreign Documents Division

Reference is made to memorandum dated 15 February 1950, copy of which is attached, from Foreign Documents Division to Personnel Division, requesting classification changes as follows:

- (1) Administrative Staff - change of position from Messenger CFC-3 to Clerk GS-3.
- (2) Documents Control Branch, Reference & Screening Section - addition of one position of Document Processing Officer, GS-7, for which it is proposed to delete one position of Clerk, GS-3, from the USSR Branch.

The Classification Branch has reviewed the proposed changes and concurs in the recommended classification titles and grades, subject to final approval by the Management Office as to the change in designation of the position in the first instance and the transfer of one billet between Branches in the second. The matter is brought to your attention herewith for appropriate determination.

Att: memo from OO/FDD

ECH:jcp

c/c

OO/FDD

Class.

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